

History Nebraska Access and Use Fee Schedule

Effective October 13, 2023

History Nebraska's (HN) collections are held in trust for the people of the State of Nebraska. Providing access to these collections is central to the agency's mission. Physical access to the vast majority of HN holdings are available free of charge at the Potter Reference Room in Lincoln, Nebraska. Access requests that require staff research, lab work, or other special curatorial assistance may incur fees.

History Nebraska offers both copy services and digitization for collections materials including photographs, documents, portions of published materials (according to copyright limitations), moving images, sound recordings, and images of artifacts. These services may be limited, at HN staff discretion, to ensure long term preservation of original materials. This schedule outlines the fees charged by History Nebraska for low resolution digital copies and for high-resolution digital surrogates of collection materials. Additional sizes and/or formats may be available upon request.

Permission for the use of digital images is documented in an agreement between History Nebraska and the user. For details on History Nebraska guidelines for use see: [Use Policy](#)."

Access copies: "photocopy" or similar quality digital reproduction

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| Discovery and duplication of requested materials (in excess of 4 hours of staff time per patron per request) shall be charged by each additional hour of staff time required | \$30.00 per hour |
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| "photocopy" or similar quality digital reproduction (PDF only)* | <20 pages per onsite visit or 24 hour period: Free >20 pages: \$0.25 per page |
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*For certain types of objects (fragile items or media formats such as negatives, moving images or sound recordings), digitization may be required. These materials are subject to the high resolution fee schedule below.

High Resolution Digital Surrogate Fee Schedules

Paper Based Materials (Manuscripts, Government Records, Maps, etc.)

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| Per Page | \$0.50 per page |
| Oversized Archival and Library Materials (Items larger than 11" X 17", such as maps, architectural drawings, posters, etc.) | \$5.00 per page |

Photographs

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| Digital Image @600 DPI, 100% of original | \$25.00 per image |
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Microfilm

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| Digitization of whole microfilm reels (both 16mm and 35mm) | \$50.00 per reel |
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Audiovisual materials

- **Film/video format:** 720x480 (or native aspect ratio if different) Standard Definition (SD) AVI file
- **Audio format:** WAV file
- Moving image and audio digitization requests may only be made for an entire reel/tape/file. No individual portions/segments may be requested.

Film

Includes 16mm, Super 8, 8mm

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| Film | \$0.05 per foot |
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Video

Includes ¾" U-Matic tapes, VHS tapes, 1" Reel-to-reel, Betacam-SP, DVD

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| Video | \$20.00 per 30 minutes or portion thereof |
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Audio Recordings

Includes Cassette tapes, Audio reel-to-reel, records, CD

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| Audio | \$20.00 per 30 minutes or portion thereof |
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Use Fees

Use fees support the preservation and maintenance of History Nebraska's collections. No use fees are charged for use by individuals for personal enjoyment, private study, scholarship, or research. Other uses are subject to fees. All use fees are charged on a per use basis.

Use categories are defined as:

Personal Use: The image(s) will be used only in a private home or office, not in a business setting. The images cannot be reproduced or used for sales purposes.

Non-Commercial Use: The image(s) will be published, displayed, or broadcast by a 501(c)(3) organization. Nonprofits must submit their nonprofit tax ID number, otherwise known as an Employer Identification Number (EIN).

Commercial Use: The image(s) will be published, displayed or broadcast in a commercial environment for profit. This includes commercial websites representing a person or corporation selling goods or services.

Commercial Use, small scale production: The image(s) will be published, displayed or broadcast in a commercial environment for small scale productions. This may include small print runs (less than 5,000 copies, independent film productions, etc.)

Fees for the Use of Still Images

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| Private use, research use, public educational lectures, classroom instruction, use by Nebraska Government Agencies (state, local or tribal), or exhibit use by Nebraska cultural institutions | No Use Fees |
| Commercial Use, Small scale production | \$40/image |
| Commercial Use | \$75/image |
| Non-Commercial Use (must provide proof of non-profit status) | \$30/image |

Fees for the Use of Moving Image and Sound Recordings

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| Private use, research use, public educational lectures, classroom instruction, use by Nebraska Government Agencies (state, local or tribal), or exhibit use by Nebraska cultural institutions | No Use Fees |
| Commercial Use (for example: television or radio broadcast production, motion picture production, sound recording production, advertisement, website, performance or presentation) | \$100 per 10 seconds or portion thereof |
| Non-Commercial Use (must provide proof of non-profit status) | \$25 per 10 records or portion thereof |

Fees for Use of Collections Spaces for Filming or Photography

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| Non-Commercial Use, up to 4 hours; over 4 hours subject to \$30/hour | No Use Fees (up to 4 hours) |
| Commercial Use | \$30/hour |